

JOB DESCRIPTION & SPECIFICATIONS.

JOB TITLE	Chief Risk Officer
GRADE	
DEPARTMENT	Risk Management

JOB SUMMARY/PURPOSE	To ensure that the bank's business and operational transactions are not exposed to risks that will threaten the continued survival, growth, success and profitable performance by anticipating and proactively implement strategies minimize impact or eliminate threats to keep the bank operating effectively.
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REPORTING RELATIONSHIPS (attach organogram)			
REPORTING TO:	MD/CEO	SUBORDINATES	<ol style="list-style-type: none"> 1. Head Credit Risk 2. Compliance Manager

KEY ACCOUNTABILITIES
<ul style="list-style-type: none"> • Formulates and implements internal control strategies, policies and procedures to enhance transparency and accountability in banking operations • Provides policy guidelines and framework for managing enterprise risks and ensures adequate controls are put in place to support effective implementation of approved plans and projects • Reviews internal (infrastructure, personnel, processes, technology) and external (economic, natural, political, competition) factors in the operating environment to ascertain potential risks to the bank's business operations and growth plans • Monitors to ensure that all functions comply with established risk management guidelines and controls by specifying the escalation procedures to be followed in the management of any risk across the bank's business and service touch points • Coordinates regular checks on operational activities to ensure compliance with internal controls policies and procedures • Coordinates the preparation of emergency response plans to assure continuity of operations following an emergency • Conducts periodic risk assessment across the bank's value chain to determine the effectiveness of the bank's risk management framework and policies and their impact on operational performance to decide on or initiate improvement solutions • Facilitates the incorporation of the risk management process into the internal audit program to ensure service delivery with no compromise to controls. • Undertakes investigations as required by Management and /or Board and advise Management on deviations and improvement opportunities • Monitors and detects potential threats to operational efficiency including risky credit, investments, and portfolio inefficiencies, personnel liabilities, underperforming resources/assets, and revenue assurance risks etc., and initiates strategies and programs designed to anticipate and minimize threats as well as reduce impact business performance

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- Prepares and presents regular risk analysis reports to top management of the bank, complete with actionable plans for avoiding or preventing potential threats at all levels.
- Develops insurance strategies and financing techniques to appropriately deal with any unanticipated losses by the bank
- Coordinates the preparation and management of all documentation related to risk assessments and reviews of standard operating procedures
- Plans and manage activities of the Internal Controls & Risk Management function

JOB PERFORMANCE & PERSON REQUIREMENTS

EDUCATIONAL/PROFESSIONAL & WORK EXPERIENCE REQUIREMENTS

- A first degree in accounting or a related discipline
- A master’s degree or an MBA, will be of advantage
- Membership of relevant Professional body (ACCA, CISA or its equivalent)
- Must have at least 10 years in risk management, insurance or liability research, or actuarial management experience

JOB KNOWLEDGE & SKILLS	PROFICIENCY LEVEL (1- 5)	GENERIC COMPETENCIES	PROFICIENCY LEVEL (1- 5)
Technical expertise in risk analysis, controls & management, auditing, financial accounting, systems audit, quality management		Strong general management skills (leadership, mentoring, performance management, interpersonal, people management, planning and control	
Proficient with risk management, auditing techniques, and accounting standards and principles		Must have excellent communication skills, both written and verbal	
Must possess knowledge of risk analysis, database management, risk metrics, and capital management			
Proficient in use of Microsoft office tools			
Must be very familiar with insurance and liability as well as compliance standards for the banking industry, including financial, property, operational, regulations, and standards			

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Extensive knowledge of legal requirements and compliance regulations			
Must have extensive knowledge of financing and insurance strategies to articulate preventive measures against potential losses			

KEY PERFORMANCE INDICATORS (Indicative)	FINANCIAL DIMENSIONS ()
Frequency of incidents	Asset value
Non-conformities with risk management policies	Financial losses
Internal audit performance and audit scores	
Business continuity plans / disaster recovery / performance testing metrics	
Risk appetite/treatment	
Time taken to resolve issues	

OTHER JOB REQUIREMENTS (Please tick as appropriate)

<i>PRIMARY WORK LOCATION</i>		<i>WORK CYCLE</i>		<i>TRAVEL REQUIREMENTS</i>	
e.g. Head Office Location		Monday-Friday (8a.m – 5p.m)		None	
Branch Office Locations		Shift Types			
Other Locations					

PHYSICAL REQUIREMENTS

	None	Moderate	Extensive	<i>TRAVEL OUTSIDE SIERRA LEONE</i>	
Lifting Required?			Yes	YES	
Computer Use?			Yes	NO	

Developed by:		Approved by:		Last revised by:	
Name:		Name:		Name:	
Date:		Date:		Date:	

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